

Payroll Number	WYRE FOREST DISTRICT COUNCIL		Reg No.	
Name	NATHAN DESMOND		Make & Model for Car	
Directorate	MEMBERS		If car changed since previous claim state date	
Travelling and Subsistence Claim month Ending	2013			
C.C. Rating	1.8			

Date	Details of Journey		Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees)	Additional People Carried	Subsistence and other expenses		Amount
	From	To				Qty	Miles	
28/08/2013	Stourbridge	WFH	18	Briefing with Mike Parker				
03/09/2013	Home	WFH	6	Cabinet and CMT meeting				
04/09/2013	Wyre Forest House & Redditch BC (To	Ha	20	Economic Regeneration Briefing on LEPS				
04/09/2013	Worcester	WFH	28	Strategic Review Meeting				
05/09/2013	Redditch	WFH	20	Briefing with Alison Braithwaite				
10/09/2013	Worcester	WFH	24	Briefing with Alison Braithwaite				
11/09/2013	Home	WFH	6	Strategic Review Meeting				
12/09/2013	Home	WFH	6	Overview & Scrutiny Meeting				
17/09/2013	Home	WFH	6	Cabinet Meeting				
19/09/2013	Home	WFH	6	Members Forum				
23/09/2013	Home	WFH	6	Audit Committee				
25/09/2013	Home	WFH	6	Full Council				
26/09/2013	Home	Bewdley	9	Cabinet & CMT Away Day				
02/10/2013	Dudley	WFH	20	Strategic Review Meeting				
04/10/2013	Dudley	WFH	20	Briefing with Ian Miller				
07/10/2013	Home	WFH	6	Cabinet & CMT Meeting				
08/10/2013	Bromsgrove	WFH	13	Group Leaders Meeting				
09/10/2013	Bromsgrove	WFH	13	Strategic Review Meeting				
22/10/2013	Home	WFH	6	Cabinet Meeting				
01/11/2013	Worcester	WFH	24	Briefing with Ian Miller				
		TOTAL	263	TOTAL with additional Passengers				

Please do not add lines use a separate sheet if necessary

Office Only - Totals for each Expenditure Code		Code	Amount
Item			£ p
Mileage	263 miles at 40 p	37010	105.20
Train/Bus/Taxi	0 miles at 5 p	35010	0.00
Subsistence	TOTAL £	47010	0.00
PAYABLE			#####

I submit this form electronically to my authorised officer and confirm:
a) the above details are a correct record of official journeys and that expenditure has actually been incurred on subsistence claimed and has not been previously reimbursed.
b) During the period of this claim the vehicle was insured and had a valid MOT certificate, that business use was specified on the certificate of insurance and that I held a current driving license. I acknowledge I have 21 days to produce these documents if requested by WFDC.

Approved (Authorised Signatory) Louisa Bright

Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.

The Authorised Signatory must type their name in the box to certify the journeys, mileage and expenses claimed are reasonable.
Using the drop down menu under "OFFICE BUTTON" (Top left hand corner of screen), choose send, e-mail to "Wyre Forest Payroll"

